



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

April 22, 2008

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

RISK MANAGEMENT SUGGESTIONS FOR DEPARTMENT HEAD MANAGEMENT APPRAISAL AND PERFORMANCE PLAN GOALS

The County of Los Angeles (County) allocates considerable resources to workers' compensation and liability exposures. To improve the County's risk management efforts, and to minimize costs associated with losses, each County Department Head will develop a Management Appraisal and Performance Plan (MAPP) goal specific to the department.

Listed below are some potential goals for your consideration:

1. By June 30, 2009, implement a long-term leave and return-to-work management program to reduce by a specific amount, for example 10 percent, the number of employees on long-term leave by returning them to work or removing them from County service through retirement, medical release, or termination of employment.
2. By June 30, 2009, ensure and document departmental conformance with all existing Corrective Action Plan items.
3. By June 30, 2009, for claims identified as having significant potential for Corrective Action Plans (CAP) to be developed, ensure claims are properly investigated, and CAPs developed when the department is notified that the claim is a County Counsel "Priority One" case, or the claim indemnity reserve exceeds \$20,000.
4. By June 30, 2009, implement a proactive risk management program that calculates and tracks the departmental Cost of Risk, and prioritizes departmental efforts to reduce the Cost of Risk.

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5. By December 31, 2008, improve risk management activities by consulting with Chief Executive Office's (CEO) Risk Manager and staff, if needed, to identify the department's risk management training needs, and coordinate with CEO Risk Management to complete the training.
6. By December 31, 2008, consult with CEO's Risk Manager and staff, if needed, to identify a major departmental risk management concern/issue, and develop a program to reduce the concern/issue's impact on departmental financial resources. A stretch goal would be to implement such a program by June 30, 2009.

If you have any questions or would like assistance developing an appropriate MAPP goal, please contact Rocky A. Armfield, County Risk Manager, at (213) 351-5346.

WTF:ES
RAA:SN:ds

c: Each Supervisor
County Counsel